

**INSTRUCTIONS FOR COMPLETING
THE CERTIFICATE OF AUTHORIZATION
APPLICATION FORM**

<p>Code Authority</p> <p>Arkansas Code Annotated 17-30-303, provides that a Certificate of Authorization shall be required by a corporation, partnership, firm, association, or person practicing under a fictitious name, offering engineering services to the public; except however, where an individual is practicing engineering in his own given signature name, he shall not be required to register under this section.</p> <p>The Law further provides that a corporation, partnership, or firm desiring a Certificate of Authorization shall file with the Board an application furnishing the information required under A.C.A. 17-30-303; and, if all the requirements of this section are met, the Board shall issue to such corporation, partnership, or firm, a Certificate of Authorization. Certificates of Authorization shall be renewed annually.</p> <p>Fees</p> <p>Effective October 11, 2002 the application fee for a Certificate of Authorization has been set by the Board at \$150.00. A check (personal or cashier's) or money order in the amount of \$150.00 must accompany the application form. No cash can be accepted.</p> <p>The application and check should be mailed to:</p> <p>Arkansas Board of Registration for Professional Engineers & Land Surveyors P.O. Box 3750 Little Rock, AR 72203</p> <p>If you send your application by another means, our address is 410 West Third St., Ste. 110, Little Rock, AR 72201. Please give the delivery company our phone number, which is 501-682-2824.</p>	<p>Requirements</p> <p>The corporation, partnership, or firm should be familiar with Section 17-30-303 of the Registration Law and Rules of Professional Conduct, Article 21 regarding the requirements for Certificate of Authorization and the responsibilities of an engineering firm in the State of Arkansas.</p> <p>The individual registered engineer acting as agents, employees, officers, partners of corporations, partnerships, or firms should be familiar with Section 17-30-303 of the Registration Law and Rules of Professional Conduct, Article 21 regarding the requirements for Certificate of Authorization and the responsibilities of the registrant acting of behalf of the engineering firm in the State of Arkansas.</p> <p>Annual Renewal</p> <p>Certificates of Authorization shall be renewed annually. It shall be unlawful for a corporation, partnership, or firm to practice, offer to practice, or hold itself out as qualified to practice engineering in Arkansas following the expiration of said Certificate of Authorization.</p> <p>In the event there shall be a change in any of the per-sons listed during the year, such changes shall be designated on the same form (a form will be provided with the Certificate of Authorization when issued) and filed with the Board by the corporation, partnership, or firm within thirty (30) days after the effective date of such changes. No fee shall be charged for filing this amended form.</p>
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INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF AUTHORIZATION Continued

<p>Question 1:</p>	<p>Furnish name of business and principle place of business.</p>	<p>Question 7:</p>	<p>Furnish names, addresses, P.E. registration numbers, and State of registration of all partners.</p>
<p>Question 2 and 3:</p>	<p>Furnish name, address, and telephone number of the Arkansas Professional Engineer in charge of each Arkansas branch office.</p>	<p>Question 8:</p>	<p>List the names, addresses, and registration numbers of all employees who shall be in responsible charge of the practice of engineering in Arkansas and their expiration dates.</p>
<p>Question 4:</p>	<p>Complete this section if filing as a corporation.</p>		
<p>Note:</p>	<p>The Arkansas Statute requires that persons or firms seeking to do business in Arkansas as an engineering corporation must qualify with this Board prior to registering with the Arkansas Secretary of State. If this is a new registration with the Secretary of State, show item 4 as <u>"PENDING"</u>.</p> <p>If your firm has not qualified with the Arkansas Secretary of State, you should call (501-682-3409) or write the Secretary of State and request the necessary forms at the following address:</p> <p>Arkansas Secretary of State Corporation Division State Capitol, Room 256 Little Rock, AR 72201</p>	<p>Question 9:</p>	<p>The application must be signed by an Arkansas Professional Engineer acting on behalf of the firm, corporation, or partnership and listed under Question 8.</p> <p>The application cannot be processed until the registrant signing under this section is registered and current for the year for which this certificate shall apply.</p> <p>The application must be signed by an officer, partner of the firm, partnership, or corporation if not the same as number 9.</p>
<p>Questions 5 and 6:</p>	<p>List your Board of Directors under Question 5 and all other officers under Question 7, with Professional Engineer Registration Numbers where applicable.</p> <p>This list must include the name of at least one currently registered Professional Engineer who has been designated by your firm or corporation as a Principal Engineer acting on behalf of your firm or corporation (see Question 6 for definition of principle officer).</p>	<p>Question 10:</p>	<p>Supplemental sheets may be submitted if additional space is required in answering certain questions.</p>